

Budget Worksheet Instructions

Income Section

1. **Primary Income:**
 - Record your main source of income, such as salary or wages. This is the primary amount you expect to receive each month.
 2. **Secondary Income:**
 - Include any additional income from part-time work, freelance projects, or side gigs. Sum all sources to get the total for the month.
 3. **Other Income:**
 - Document any other forms of income such as bonuses, dividends, or rental income. Add these amounts to get your total other income for the month.
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Fixed Expenses Section

1. **Housing:**
 - Record your monthly rent or mortgage payment. This is typically a fixed amount each month.
 2. **Utilities:**
 - Include expenses for electricity, water, and gas. These may vary slightly but are regular monthly costs.
 3. **Insurance:**
 - List your monthly payments for health, car, and home insurance. Add up these amounts for the total insurance cost.
 4. **Loan Payments:**
 - Include monthly payments for student loans, personal loans, or any other loan payments. Sum these amounts.
 5. **Subscriptions:**
 - Document any regular subscriptions such as streaming services or magazine subscriptions. Include the total monthly cost.
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Variable Expenses Section

1. **Groceries:**
 - Track the amount you spend on food and household supplies. This amount can vary each month.
 2. **Transportation:**
 - Include costs for gas, public transit, and vehicle maintenance. These expenses may change monthly.
 3. **Healthcare:**
 - Record any medical appointments, prescriptions, or healthcare-related expenses. Total these amounts.
 4. **Dining Out:**
 - Track your spending on restaurants and coffee shops. Sum these amounts for the month.
 5. **Entertainment:**
 - Include expenses for movies, hobbies, and events. Total these amounts.
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Savings & Investments Section

1. **Emergency Fund:**
 - Document the amount you save for unexpected expenses. This is essential for financial security.
 2. **Retirement Savings:**
 - Include contributions to retirement accounts. Record the total monthly amount saved.
 3. **Short-Term Savings:**
 - Track savings for upcoming purchases or vacations. Add these amounts for a monthly total.
 4. **Investments:**
 - Include any amounts invested in stocks, bonds, or mutual funds. Total these contributions.
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Debt Repayment Section

1. **Credit Cards:**
 - Record your monthly payments and balances for credit cards. Include the total payment amount.
 2. **Personal Loans:**
 - Include monthly payments and balances for personal loans. Sum these amounts.
 3. **Student Loans:**
 - Track your monthly payments and balances for student loans. Total these amounts.
 4. **Other Debts:**
 - Include any additional debts and their monthly payments. Document the total.
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Monthly Totals Section

1. **Total Income:**
 - Sum of all income sources (Primary, Secondary, Other). This gives you the total income for the month.
 2. **Total Fixed Expenses:**
 - Sum of all fixed expenses (Housing, Utilities, Insurance, Loan Payments, Subscriptions). This provides your total fixed costs.
 3. **Total Variable Expenses:**
 - Sum of all variable expenses (Groceries, Transportation, Healthcare, Dining Out, Entertainment). This gives your total variable costs.
 4. **Total Savings & Investments:**
 - Sum of all savings and investment contributions (Emergency Fund, Retirement Savings, Short-Term Savings, Investments). This provides your total savings and investments.
 5. **Total Debt Repayment:**
 - Sum of all debt payments (Credit Cards, Personal Loans, Student Loans, Other Debts). This gives your total debt repayment amount.
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By following these instructions, you can effectively track your income, expenses, savings, and debt repayment to better manage your finances each month. Adjust your budget as needed to ensure you are meeting your financial goals and maintaining a balanced budget.